

DENVER CITY COUNCIL



Request for Information Policy

The Denver City Council charges for copies and professional time utilized to respond to requests for information per the Colorado Open Records Act. Staff time per CRS 24-72-205(3) will be charged at \$25.00/ hour and copies are charged at \$.25/pageper CRS 24-702-205 (5)(a). If the information requested is voluminous, information may be transferred to an electronic disk which will be available for \$15.00, plus staff preparation time.

Requests for information must include the following:

- Subject matter to be searched in as descriptive terms as possible
- Dates of search
- Types of documents to be searched (email, written documents, reports etc.)

Time required searching, retrieving, redacting and compiling information is charged to the requestor at \$25/hr. When City Council receives an Open Records request, the City Council Staff Director estimates the time it will take to compile the records. The estimate is provided to the requestor before work is performed to determine if the search is still needed. Upon response from the requestor, City Council has 72 hours to respond to such request or more if time is needed per CRS statute.

City Council Process for Responding to CORA Requests

- 1) Request is received
 - a. Usually in an email and typically sent to Janna Young.
 - b. IF a CORA request comes directly to a Councilmember, Council aide or Council office, please **forward to Janna as soon as possible**.
- 2) Discussion with Legal
 - a. Share request with City Attorney's office.
 - b. Receive counsel as appropriate.
- 3) Discussion with Requestor
 - a. Confirm receipt of the request.
 - b. Send requestor Council policy with cost structure.
 - c. Discusses request to fully understand the information the requestor is seeking in order to limit the scope (customer service, cost, and level of effort considerations).
 - d. Provide requestor with cost estimate.
- 4) Conduct Search
 - a. Explain parameters of request to Council office and provide instructions.
 - b. Give deadline for collecting all documents (required to respond to requestor 3 business days from receipt of request).
- 5) Submit Request & Receive Payment
 - a. Council office(s) provides documents to Janna by the deadline.
 - b. Janna transmits package to David Broadwell for review.
 - c. Once all responsive documents are returned, Janna schedules delivery or pick up with the requestor.
 - d. Provide final amount. Requestor makes check out to "Manager of Finance" and gives payment upon receipt of documents.